

TREASURY DOCUMENTATION**Subject**

On-Duty Accident Reports, Prepare and Distribute

ForEMPLOYEE and
HEALTH AND SAFETY HANDBOOKS**Also See**CT-03050, 51; ET-03071,
73; FT-03018**Identification**PT-03129
Procedure**Effective**

7-1-2004

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Replaces

PT-03129 (6-1-2000)

WHO**WHEN****ACTION**

Notes: Health and Safety Agents are designated at each Treasury location and are responsible for reporting to and working with Treasury's Health and Safety Agent on various health and safety issues and building maintenance.

In addition to maintaining reports and files on Treasury Building employees, Treasury's Health and Safety Agent also maintains a file on all other Treasury employees, receiving copies of reports from the Supervisors. Field Health and Safety Agents maintain files only for Treasury employees working at their offices.

Personal Injury Accidents

Employee

1. Is injured in an accident while on duty.

Employee or
Designated
Representative**Immediately**

2. Notifies immediate Supervisor of injury.

Supervisor

**As Soon as
Possible**

3. Completes form 1899 TREASURY ACCIDENT REPORT (formerly M-1471) and gives to employee to sign. (If employee is unable to sign, completes without their signature.)

4. Distributes original and copies of 1899 as follows:

A. White and yellow--to Treasury's Health and Safety Agent

B. Pink--to Treasury's Health and Safety Agent if accident occurs at Treasury Building, or to Field Health and Safety Agent if accident occurs in field office

C. Goldenrod--to Employee.

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WHO**WHEN****ACTION**

Employee

5. Obtains copies of any doctor/hospital bills incurred due to accident and forwards to Treasury's Health and Safety Agent.

Motor Vehicle Accidents

Note: All employees are required to wear seat belts at all times when on official state business.

Employee (Driver)

6. Is involved in a vehicle accident (in State-owned or personal vehicle) while on duty.

7. Obtains copy of police report.

**As Soon as
Possible**

8. Obtains form DMB-VTS 72 VEHICLE DAMAGE REPORT from own bureau/office/division or from Finance and Accounting Division and completes it.

9. Submits DMB-VTS 72 and a copy of police report to Finance and Accounting Division.

Employee (Driver and/or Passenger)

10. Follows steps 1 through 5 above.

All Accidents

Field or Treasury's Health and Safety Agent

11. Receives copy of 1899 and, if recordable, enters information on MIOSHA form 300 LOG OF WORK-RELATED INJURIES AND ILLNESSES, according to Form Instruction FT-03018 in the Health and Safety Handbook.

End